

**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Recruiting Bulletin**

**OPENING DATE:** January 24, 2011  
**CLOSING DATE:** December 31, 2011

**RECRUITING BULLETIN NO.:**  
LARO-11-3200-001  
Los Angeles Regional Office, Van Nuys, CA

**POSITION TITLE: FIELD REPRESENTATIVE**

**Grade:** GG/GS-0303-04 \$13.01 - \$15.88 per hour (pay rates vary by county)

**Number of Positions:** Few

**EXCEPTED SERVICE APPOINTMENT**

**WORK SCHEDULE:**

This position has a mixed-tour work schedule. A mixed-tour schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

**AREA OF CONSIDERATION:** All sources. This vacancy is open to all United States Citizens.

**RELOCATION EXPENSES WILL NOT BE PAID**

**JOB LOCATION:** JOBS ARE LOCATED THROUGHOUT SOUTHERN CALIFORNIA AND HAWAII. Duty location is your home. Applicants will be considered for vacancies in their immediate area within specific geographic boundaries as vacancies arise.

**DUTIES:** Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. Explains purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer onto survey forms. Maintains personal payroll records which reflect hours worked, miles driven, and reimbursement for travel and communications claimed.

**QUALIFICATIONS:**

One year of general experience. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

**CONDITIONS OF EMPLOYMENT:**

1. Must be willing to work days, evenings, and weekends.
2. Must have use of an automobile, valid driver license, and private telephone line.
3. Must be willing to travel overnight if necessary.

**HOW TO APPLY:** Each applicant must attend a test and interview session and complete an application and all required forms. Please call the Los Angeles Regional Office at 800-992-3529 to attend a scheduled test and interview session if available. Former applicants who have tested within the last 2 years will be considered for vacancies and need not retest.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the [SF-15](#), Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**
- **Faxed or emailed applications will not be accepted.**

#### **OTHER IMPORTANT INFORMATION:**

- All eligibility requirements must be met by the closing date of the announcement.
- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- You will be required to complete a Declaration for Federal Employment ([OF-306](#)) to determine your

suitability for Federal employment and to authorize a background investigation. You will also be REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Employees who receive a Voluntary Separation Incentive Payment or “buyout” and subsequently return to a position in Federal agencies, whether by re-employment or contracts for personal services are obligated to repay the full amount of the buyout for the agency that paid it.
- Anyone appointed from this announcement may be required to serve a trial period of one year.
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Los Angeles Regional Office at 800-992-3529.

THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOODATION WILL BE ON A CASE-BY-CASE BASIS.

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILLIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.